



TVCSO Board of Director's Meeting Agenda

Date: Wednesday, March 9, 2016, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971

I. Call To Order

II. Open Communication Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

III. Approval of March 9, 2016 BOD Agenda Action

IV: Approval of December 9, 2015 and February 10, 2016 Minutes Action

V. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures Action
- b. Financial Manager's Report
- c. Review and Approve Financial Statements Action

VI. General Manager's Report

- a. Review GM report
- b. Review Addendum No. 2 to Services Contract Action

VII. Phillips & Associates Report

- a. Review reports for January 2016

VIII. Committee Reports

- a. Financial Advisory Committee (FAC)
 - 1. Review approved February 24, 2016 minutes
 - 2. Review draft policies for Park Rental Policy/Contract and Committees Policy
- b. Park Advisory Committee (PAC)
 - 1. Review January and February minutes
 - 2. Review & approve 2015/2016 amended Measure A work plan Action
 - 3. Review and approve PAC vote not to charge fees or deposits for memorial services Action
 - 4. Brainstorm questions for Kevin Wright, Measure A Coordinator, for April 13th, 2016 meeting

IX. Pending Business

- a. Training updates/reminders
 - 1. Brown Act Training
 - 2. Ethics
 - 3. Sexual Harassment
- b. Form 700 due
- c. TVCSO Organizational Flow Chart
- d. Stipend timesheets due end of March
- e. Bank signature authorization forms due

X. Other Business

XI. New Business

- a. Proposed Spring 2016 Newsletter **Action**

XII. Correspondence

XIII. Adjournment

TVCSO MISSION STATEMENT: *Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum for active community participation and input.*

The agenda and supporting documents can be accessed on the TVCSO website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.

PO Box 303 • Tomales, CA • 94971 • ph 707.878.2767 • www.tomalescsd.ca.gov

Board of Directors:

Bill Bonini, President • Deborah Parrish, Vice President • Donna Clavaud
Peter MacLaird • Dru Fallon O'Neill



TVCS Board of Director's Meeting Minutes

Date: Wednesday, December 9, 2015, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971

DRAFT

Board Members Present: President, Bill Bonini, Deborah Parrish, Donna Clavaud

Board Members Absent: None

Also Present: Melinda Bell (Treasurer), Cynthia Hammond (Secretary), Venta Leon, Margaret Graham, Walter Earle, Beau Evans, Nicole Vigeant

I. Call To Order:

Board President, Bill Bonini called meeting to order at 7:00 p.m.

II. Open Communication:

Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

III. Approval of December 9, 2015 Board Meeting Agenda:

President Bill Bonini, motioned to move Website (under **Other Business**) and PAC (under **Committee Reports**) after Approval of Minutes.
No objections, motion carries.

IV: Approval of November 11, 2015 Minutes:

Patty Oku emailed a request to correct November 11, 2015 minutes to read as follows:

- 1.) "I believe I said I thought the RFP and project management should be done by our GM/Admin."
- 2.) "I suggested new members take Ethics, Sexual Harassment and Brown Act training, through Target Solutions, in Dec., before the January meeting."

President Bill Bonini motioned to approve November 11, 2015 minutes with the above corrections. Deborah Parrish seconded the motion.

M/S/U

V. Financial Report (Melinda Bell):

a. Accept Check Registers and Approve Expenditures.

Melinda Bell distributed an amended list of bills which included SWRCB SRF Loan for \$24,137, City National Bank (annual solar lease payment) \$17,941, Robert Johnson, CPA, \$4,750, Telstar (SCADA upgrade) \$15,002. City Sewer's bill was \$850 (doubled) as there are more solids. Steve Phillips will be monitoring (recommends every two (2) months).

b. Financial Manager's Report.

Currently on balance sheet the Park has \$88,000 and \$283,000 on balance sheet for sewer.

Melinda Bell went over the Auditor's report: Every year there is an internal control report. This year the Auditor has prior year recommendations and no recommendations for current year. Prior year recommendations are the following: Policy Manual, Retention Policy, Reserve Policy, and FDIC Protection. Auditor's report is available in the TVCSD office.

Melinda Bell quoted from Auditor's report, "The Management's Discussion and Analysis is not a required part of the financial statements but is supplemental information required by the Government Auditing Standards Board. Management has elected to omit the Management's Discussion and Analysis".

Melinda Bell will send in application for BOD's to become employees of the state. As of January 31st, 2016 wages (stipends) will be over \$100. BOD's will receive \$50 stipends for meeting attendance.

Beau Evans, a reporter from the Pt. Reyes Light, asked the BOD's if TVCSD is going to charge Shoreline School District the depreciation costs for this year. Melinda Bell explained that the bill has already been paid, less the depreciation. President, Bill Bonini said this would be revisited in 2016 for the following year.

Deborah Parrish motioned to accept check register and approve expenditures.

Donna Clavaud seconded the motion.

M/S/U

c. Review and Approve Financial Statements.

Deborah Parrish motioned to approve financial statements. Donna Clavaud seconded the motion.

M/S/U

VI. Phillips & Associates Report:

a. Review reports for October 2015 and November 2015.

President, Bill Bonini reported that everything was normal.

b. Status report on TV inspection

President, Bill Bonini and Steve Phillips were present with Roy's Sewer Service while the lines were TV'd. No misaligned joints, cracked pipes, leaks, major issues or gravel was found. 2,500 feet were done in one (1) day: Carrie Street, Valley Street, Valley Street to Highway One and Tomales High School to the Plant (1/4 of the system). Everything looked good. When school is in session, gravel is present. There may have been a broken line, gravel got in, line was repaired and the gravel worked its way out. Donna Clavaud suggested that since \$5,000 was budgeted and \$2,500 was used for this project, the lines could be TV'd again in wet weather. President, Bill Bonini was pleased with results.

VII. Committee Reports:

a. Financial Advisory Committee (FAC)

1. Review and approve November 16, 2015 minutes.

FAC committee met on November 16th, 2015. Donna Clavaud reported that Melinda Bell was voted as new acting Chair as she is best to keep FAC on task financially. Donna Clavaud explained what FAC is currently working on: TVCSD needs a new five (5) year strategic plan, Matrix recommends developing a five (5) and 10 year financial plan, a set of financial policies for the District, revisit negotiations with Shoreline Unified School District on their contract, develop a draft of Policies and Procedures Manual. At next FAC meeting the focus will be on orientation packet for new BOD with policies. Also to look at financial projections for the management report that goes with the audit.

Deborah Parrish recommends that at the January 13th, 2016 BOD meeting spending ¼ to ½ the meeting focusing on Board orientation. This will be added as an agenda item. Deborah Parrish suggests providing BOD with drafts of policies and documents. BOD will submit to Cynthia Hammond policies and documents for BOD orientation packet for distribution at January 13th, 2016 BOD meeting.

b. Park Advisory Committee (PAC)

2. Update projects

Margaret Graham recommends that once the Park plans were accepted, there should be two (2) RFP's. One (1) for the gazebo, water fountain and gate and one (1) for a Project Manager to oversee the project. Prevailing wages laws as of April 1st, 2015 will be under new regulations of \$1,000 or more. PAC won't put out an RFP for the handicap ramps as this falls under the prevailing wage laws and Measure A. Deborah Parrish cited code 20682A:

A district may purchase materials and supplies for the construction or completion of any

building, structure, or improvements in the open market when the cost does not exceed twenty-five thousand dollars (\$25,000). The gazebo will be over \$25,000. Patty Oku volunteered to do the RFP's. Margaret Graham said contractor rates are between \$50 and \$150 per hour. Donna Clavaud suggested the General Manager be the Project Manager, as he will be overseeing the Park. Margaret Graham says PAC will discuss the General Manager as the Project Manager and asked what the General Manager's hourly rate was (\$125 per hour), Deborah Parrish said it may behoove PAC to look at other bids as other hourly rates may be less. President Bill Bonini said General Manager could possibly make an offer as Project Manager. President, Bill Bonini said General Manager will be working 25 hours per month which includes general oversight of the Park, will look the project over, and will look over the RFP's. Donna Clavaud said his first 90 days will be an assessment of what District priorities need to be and at the end of the 90 days, General Manager and TVCSD will have a better sense of what the burning issues are. PAC will review applicants and will make a recommendation to Board; Board will review RFP'S.

Margaret Graham would like to have a \$1,000 spending limit without board approval. Deborah Parrish thought there was a policy on that, President, Bill Bonini doesn't have an issue with \$500 and suggested to add this to the January 2016 Board meeting agenda: approve a \$1,000 spending expenditure at the Park that the Advisory Committee could use. Deborah Parrish stated that FAC is going to request to the BOD starting January 2016 that policies are written down to avoid confusion. President, Bill Bonini stated that some policies probably needed to be reviewed and updated.

Margaret Graham asked that when the gazebo project is started and Measure A funds are available two (2) times a year, if the PAC needs to go over Measure A funding, will the District cover that until the next funding comes in? President, Bill Bonini stated that once there is a budget, how much the project will cost, how much Measure A funding there is, TVCSD could loan the Park money until the next Measure A payment. President, Bill Bonini doesn't see a problem with this but wants to see documentation. Donna Clavaud recommends familiarity with Measure A regulations and recommends a conversation with Kevin Wright. Measure A website states that a project needs to stay within a work plan budget: it hints that loans may not be acceptable, though funds can be carried over and advancements are allowed. Prior General Manager put \$10,000 in Park budget as an advance from Measure A funds. Melinda Bell confirmed it was in the Park budget (\$27,000 prior year funds, \$10,000 prior year funds and \$10,000 advancement). Donna Clavaud suggested PAC may have to stage out projects based on when Measure A funding becomes available.

Margaret Graham requests a TVCSD board member for PAC. Item will be added to TVCSD January 13th 2016 BOD meeting. Next PAC meeting is scheduled for January 22nd 2016.

Nicole Vigeant asked the status of the PAC plans that were submitted to the County. President, Bill Bonini said the plans have been submitted and the County hopefully would

get back to TVCSD before Christmas. Permit fee was \$1,300. Donna Clavaud said application fee waiver form was submitted. The Coastal Commission is the biggest issue.

VIII. Pending Business:

a. Review and approve Jose Ortiz service contract for General Manager President, Bill Bonini to sign Jose Otriz's contract as new General Manager beginning December 15th, 2015. Deborah Parrish wants to clarify that Jose Ortiz contract is for thirty two (32) hours per month for first three (3) months. After the ninety (90) days, his hours are estimated to be 20-24 hours per month. Deborah Parrish asked where the point was stated that after ninety (90) days the contract would be reviewed and suggested to add "term" for how long the contract is. The "term" is stated in the addendum, and shall remain in effect according to attached addendum, which will be dated. Once the ninety (90) days are completed, only the addendum will need to be changed and not the entire contract. Travel time is added into his contract.

Deborah Parrish motioned to approve the service contract for Jose Ortiz with stated changes: adding the date to the addendum and making the term for ninety (90) days. Donna Clavaud seconded the motion.
M/S/U

IX. Other Business:

a. Walter Earle to report on Grand Jury website recommendations. Grand Jury looked at TVCSD website and found deficiencies. Walter went onto LAFCO's website, copied TVCSD boundary map, and map is now on TVCSD website. A Description of "Services and Functions" is also missing but not sure what that means. The past three (3) years of budgets are now on website as recommended by Grand Jury. Elected and appointed officials with biographies are also recommended along with expirations of terms (expiration of terms are now on TVCSD website). Walter Earle raised a question to the BOD: "Do you want to add biographies"? President, Bill Bonini suggests to wait until new board members are sworn in. This item will be added to January 2016 agenda. Election procedures and deadlines and reimbursement policies (stipends) are also suggested to be on the website. Starting January 2016, Board of Directors will be given stipends (a maximum of \$100 per month). Other Grand Jury suggested items are: List of administrative officials, General Manager, key staff and their salaries and benefits. Deborah Parrish stated that there are no employees, just contractors, and no one receives benefits. Melinda Bell confirmed everyone is a contractor. Salaries and wages are included as line items in the budget and may be stated on the website this way. Missing are downloadable Public Records. Melinda Bell receives and responds to all Public Records request. Last item missing is Authorizing Statute Enabling Act, the original Act that authorizes TVCSD as a Special District. Walter Earle searched LACFO and County of Marin website and didn't find anything, will continue to investigate; Donna Clavaud stated the General Manager could do this. Board member Ethics Training Certificates

also need to be on the website.

Walter Earle will resubmit by December 11, 2015 with an explanation to the Grand Jury that TVCSD is working on the website, some changes have been made, new Board Members are beginning their terms in January and the TVCSD website will be updated with recommendations.

President, Bill Bonini asked Walter Earl if he was OK updating the website. Walter Earl said yes. Walter Earl is currently uploading documents to website, Margaret Graham suggested documents could be given to Cynthia Hammond and she could upload, but Walter Earl would need to create the links. Walter Earle will think about how this would work and this item will be added to the TVCSD January 13th 2016 BOD agenda.

Nicole Vigeant questioned if the TVCSD phone system has been resolved and suggests removing TVCSD office phone number from website. Donna Clavaud stated the phone issue will be the first order of business for the new General Manager. President, Bill Bonini said new General Manager begins December 15, 2015. Walter Earle will remove TVCSD phone number. Melinda Bell currently monitors and responds to administrator emails.

X. New Business:

None

XI. Correspondence:

None

XII. Adjournment:

Deborah Parrish made a motioned to adjourn the meeting. Donna Clavaud seconded the motion.

M/S/U

Meeting adjourned 8:26 p.m.

Next Meeting: January 13, 2016 7:00 p.m.

Approved by: President Bill Bonini

Date

Attested by: Cynthia Hammond, Secretary

Date



TVCSB Board of Director's Meeting Minutes

Date: Wednesday, February 10, 2016, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Bill Bonini, President; Deborah Parrish, Vice President; Donna Clavaud, Dru Fallon O'Neill

Board Members Absent: Peter MacLaird

Also Present: Jose Ortiz, TVCSB General Manager; Melinda Bell, TVCSB Treasurer; Cynthia Hammond, TVCSB Secretary; Venta Leon, Margaret Graham, Walter Earle, Beth Koelker

I. Call To Order

Bill Bonini called the meeting to order at 7:05 p.m.

President's Message:

TVCSB Board Meetings will be run from the BOD table, by the Board of Directors. Open discussions won't be open for public discussion until the Board has discussed the item first. Board of Directors will enforce a two (2) minute time limit for each item and requests the public to state their name prior to speaking.

II. Open Communication Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

Margaret Graham requested approval of Measure A amendments for PAC. Bill Bonini said Measure A amendments will be discussed under PAC.

III. Approval of February 10, 2016 TVCSB BOD Agenda

Bill Bonini added Selection of Officers to the February 10, 2016 agenda. Selection of Officers will be added as line item #5 under Section 4, Orientation of New Board and Staff. Dru Fallon O'Neill made a motion to approve the amended February 10, 2016 TVCSB Meeting Agenda. Deborah Parrish seconded the motion.

M/S/U

IV. 2016 Orientation of new staff and TVCSB Board Members

1. Form 700, Statement of Economic Interest: Donna Clavaud reminded new Board Members Form 700 needs to be completed within 30 days and continuing Board Members Form 700 must be done each year. Staff is also required to complete Form 700.

2. CSDA Meeting: Donna Clavaud, Deborah Parrish, Dru Fallon O'Neill and Melinda Bell met with CSDA Field Representative, Dane Wadley. TVCSD carries Risk Management Liability Insurance through CSDA. CSDA offers discounts on grant writing services, any assistance with website design and purchasing access such as commodities. TVCSD has access to a number of legal counseling services.

3. Training Opportunities through CSDA: On-demand webinars are available through CSDA website. New Board Members, Committee Members and Staff are required to take Ethics Compliance Training AB 1234 and must be renewed every two (2) years. User name, password and discount codes will be sent to Board, Committee Members and Staff. Board Members are required every two (2) years to take Sexual Harassment Prevention Training. Deborah Parrish made a point that there is money in the budget for training as some webinars are not free. Brown Act Training is February 23, 2016 at the Civic Center, 6-8 pm with Jenna Brady. Deborah Parrish recommends that Committee Chairs take Brown Act Training.

Donna Clavaud made a motion that TVCSD utilize CSDA, free of charge, webinars for Ethics and Sexual Harassment Training. Dru Fallon O'Neill seconded the motion.

M/S/U

4. CSDA on Effective Boards and Board Leadership: an excerpt from the CSDA's handbook is included in the Board packet.

Deborah Parrish pointed out that there is a difference between the Board and Staff. Deborah Parrish developed an organizational flow chart, which will be included in the March Board packet. The Board is a governing body, makes policies, and has fiscal responsibility. Staff is responsible for management of the organization and implementation of policies. Staff reports to the General Manager, General Manager and Committee Members report to Board of Directors. Donna Clavaud stated that when Committees are advising the Board, the Board should view the Committees as an extension of the Board. Deborah Parrish requests an annual Board calendar which will list what needs to be done each month and that these items will be included on agendas.

5. Selection of Officers:

Deborah Parrish made a motion to re-elect Melinda Bell as TVCSD Treasurer. Donna Clavaud seconded the motion.

M/S/U

Deborah Parrish made a motion to elect Cynthia Hammond as TVCSD Secretary. Dru Fallon O'Neill seconded the motion.

M/S/U

Donna Clavaud made a motion re-elect Deborah Parrish as TVCSD Vice President. Dru Fallon O'Neill seconded the motion.

M/S/U

Dru Fallon O'Neill made a motion to re-elect Bill Bonini as TVCSD President. Deborah Parrish Seconded the motion.

M/S/U

V: Approval of January 13, 2016 Minutes

No corrections to January 13, 2016 TVCSD BOD minutes, Bill Bonini approved minutes as is.

Donna Clavaud recommends shortening minutes; Jose Ortis suggests CSDA on-demand webinar for minute taking.

Deborah Parrish made a motion for staff to determine what training they need, within budget, and obtain that training through CSDA website. Dru Fallon O'Neill seconded the motion.

M/S/U

VI. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

Expenditures to be approved: \$289 to hold TVCSD election, \$225 annual bulk-mailing permit and charges of \$200 for replacing Park faucets.

Bills don't need to be included in the Board packet.

Melinda Bell will be filling out forms for BOD stipends.

Deborah Parrish made a motion to accept check register and approve expenditures. Dru Fallon O'Neill seconded the motion.

M/S/U

b. Financial Manager's Report:

Melinda Bell requests an action item for March TVCSD BOD meeting regarding Park rental for memorial services. Tomales Town Hall doesn't charge for memorial services, the Park charges \$50 to locals for events. Charges for memorial services held in the Park for local residents will be added to the March TVCSD agenda as an action item. Deborah Parrish requests all policies be included in a combined and consolidated policy manual.

Melinda Bell distributed forms for stipends and expense reimbursements to BOD's.

New TVCSD Board members and Jose Ortiz need to visit Bank of Marin with their ID's and TVCSD authorized letter, Redwood Credit Union can be done via mail, to become authorized signers on accounts. Melinda Bell issued documents to BOD and Jose Ortiz.

Melinda Bell requests Board to review Sewer and Park balance sheets.

c. Review and Approve Financial Statements:

Deborah Parrish made a motion to approve Financial Statements. Donna Clavaud seconded the motion.

M/S/U

VII. General Manager's Report

Jose Ortiz talked to Steve Phillips of Phillips and Associates regarding the Wastewater Treatment Ponds (WWTP) settings. Rainfall increases flow into ponds. Industry requires 2' cushion to prevent spillage. Telstar is required to provide eight (8) hours of training for operators; SCADA settings can be setup to extract annual, required reports.

Jose Ortiz left a message for Blair Allen, Bay Area Regional Water control Board, informing him of TVCSD organizational changes.

Jose Ortiz suggests a policy on sewer record keeping. Deborah Parrish and Melinda Bell are working on a record retention, storage and disposal policy.

Jose Ortiz ninety (90) day contract will conclude March 21, 2016. A summary of findings and recommendations will be presented to the BOD on March 9th 2016 TVCSD meeting. Donna Calavaud asked Jose Ortiz what the next step would be. Jose Ortiz estimated thirty two (32) hours per month for the first three (3) months. Matrix study concluded the position would require sixteen (16) per week. Jose Ortiz will include in his report what he can do in a certain amount of hours, but things need to be prioritized. Board could extend contract for nine (9) months, conduct a performance evaluation, and contract Jose Ortiz for another year.

Deborah Parrish understands Phillips and Associates has been sold and is under new ownership. TVCSD is under the original contract. Donna Clavaud said an RFP has been put out for Operations and Maintenance. Deborah Parrish requests Jose Ortiz and Phillips and Associates contracts be on the March 9th, 2016 TVCSD BOD agenda for review.

VIII. Phillips & Associates Report

a. Review reports for December 2015

Bill Bonini reviewed reports and they were fine.

b. Status on roof repairs – Bill Bonini

Bill Bonini secured the roof at the Plant, however it needs to be replaced, this cost will be added to budget.

The culvert at the pump station on the hill and the gate needs replacement. Bill Bonini and Jose Ortiz will look at the splash apron for the air gap discharge.

Annual Report: Jose Ortiz explained an Annual Report is due at the end of February. The Annual Report summarizes what occurred during the calendar year. A Grade 3 operator could be hired as a contracted service. Jose Ortiz suggests TVCSD enter into an agreement with a “not to exceed amount of \$1,000” with a Grade 3 operator.

Operations and Maintenance Manual needs updating.

Dru Fallon O’Neill made a motion to authorize a not to exceed amount of \$1,000 for support for staff to prepare the Annual Report. Donna Clavaud seconded the motion.

M/S/U

IX. Committee Reports

a. Financial Advisory Committee (FAC)

1. Review approved January 27, 2016 minutes

Donna Clavaud submitted FAC minutes which were included in the TVCSD BOD packet.

2. Review, amend and approve new General Financial Policy, CIP Policy and Reserve Policy

FAC submitted policies to TVCSD BOD for approval. Deborah Parrish pointed out the high points of these policies:

Approval of Expenditures: restricted to General Manager, President and Vice President (if President is unavailable). Financial Manager is authorized to approve routine, budgeted expenses under \$500. The General Manager is authorized to approve recurring, budgeted expenses up to \$7,000. Over \$7,000 requires Board approval. Non-budgeted expenditures over \$250 require Board approval. Key point is budgeted and routine.

Check Signatures: All Board Members can sign checks. Any expenditure over \$500 requires two (2) Board signatures.

These include competitive bids, contracts and out of pocket expenses for District and PAC. TVCSD BOD approves all contracts and contractors.

Reimbursement of out of pocket expenses follow the same process, requires the use of expense reimbursement form and must be submitted within thirty (30) days.

Capital Improvement Policy (CIP): Recommended by Matrix and Auditor. TVCSD needs to have a plan for capital improvements, maintain physical assets properly; if fixed asset is retired is needs to be removed. Fixed assets inventory has been reviewed, but not audited. Capital maintenance is included in CIP.

Operating Reserve Fund: To establish six (6) month minimum of average operating cost to be set aside to provide funds in the event of unanticipated loss in funding, uninsured losses, increase expenses or one time unbudgeted expenses.

Building and Capital Asset Reserve: Intended to provide source of funds for repairs or acquisition of physical assets necessary for effective operation of TVCSD. Amount of reserve will be determined by annual budget, CIP and long-range 5 – 10 year financial plan which needs to be developed.

Dru Fallon O'Neill made a motion to accept the three (3) policy proposals. Donna Clavaud seconded the motion.

M/S/U

b. Park Advisory Committee (PAC)

1. Update projects and summary of January 25, 2016 meeting

Bill Bonini contacted the County regarding status of plans. Plans are out of Land Development Department and are in Plan Check Department. Waiting to get estimates on concrete ramps.

Margaret Graham talked to Kevin Wright regarding Measure A funding. Kevin Wright made it clear PAC could hire a Project Manager but it had to be kept separate from the TVCSD General Manager so it doesn't look like Measure A funds are being spent on TVCSD General Manager. Jose Ortiz also talked to Kevin Wright. Kevin Wright recognizes that projects cannot take care of themselves.

Margaret Graham discussed Measure A work plan for FY 2015/2016, changes need to be made and submitted to Kevin Wright for approval. Remove ping-pong, fence on property line, retaining wall from this year's plan. Corn hole to be removed all together. Handicap ramps need to be built as soon as possible and water tower needs repair. PAC approved work plan changes.

Deborah Parrish noticed \$6,000 of matching funds for the gazebo did not match what was in the budget.

Bill Bonini requested PAC submit minutes, committee approvals and proposals to TVCSD BOD.

Jose Ortiz will invite Kevin Wright to March 9th 2016 TVCSD BOD meeting to discuss Measure A funding. Jose Ortiz will give Kevin Wright examples of duties and tasks in administering the Park. Jose Ortiz requests BOD and committee members to forward any questions they would like answered regarding Measure A funding to Jose Ortiz.

X. Pending Business

a. District Office

1. Phones, computer, emails update

Still having some issues with the office phone. Melinda Bell said the computer must remain on so BOD can access Log-Me-In.

2. On-line account with Staples for office supplies

Cynthia Hammond will order office supplies.

3. Use of office – need for TVCSD Office Policy – key access & security, locked cabinet for hard copy files, etc.

Donna Clavaud suggested that Jose Ortiz work with staff to develop an office policy specifically with regards to confidentiality, security and ADA compliancy (public meetings aren't held in the TVCSD

office).

XI. Other Business

None

XII. New Business

None

XIII. Correspondence

None

XIV. Adjournment

Deborah Parrish made a motion to adjourn the February 10th, 2016 TVCSD BOD meeting. Dru Fallon O'Neill seconded the motion.

M/S/U

Meeting adjourned at 9:45

Next TVCSD BOD Meeting, March 9th, 7 pm at Tomales Town Hall

Approved by: President, Bill Bonini

Date:

Attested by: Cynthia Hammond, Secretary

Date:

TVCSD MISSION STATEMENT: *Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum for active community participation and input.*

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Board of Directors:

Bill Bonini, President • Deborah Parrish, Vice President • Donna Clavaud

Peter MacLaird • Dru Fallon O'Neill

Check Registers
February 2016

Date	Num	Name	Memo	Amount	Balance
131.44 · Bank of Marin - Sewer					24,095.38
02/10/2016	4154	CA Rural Water Association	3/16-3/17 dues	-183.00	23,912.38
02/10/2016	4162	WEF	9000363626 dues	-297.00	23,615.38
02/10/2016	4163	Melinda K. Bell	January	-1,277.50	22,337.88
02/10/2016	4164	Nelson Staffing	inv 6104223	-463.09	21,874.79
02/10/2016	4165	Ortiz, Jose	12/22 - 1/21 21 hours plus 5 hours travel 12/30 & 1/13	-4,156.40	17,718.39
02/10/2016	4166	PGE	8044736439-1 12/24-1/25	-100.62	17,617.77
02/10/2016	4167	Phillips & Associates	February	-6,244.61	11,373.16
02/15/2016	4168	Nelson Staffing	inv 6105234 2/7/2016 5 hours	-174.75	11,198.41
02/24/2016	4169	AT&T Uverse	138729848 2/11 - 3/10	-121.67	11,076.74
02/24/2016	4170	Nelson Staffing	invoice 6106254 2.75 hours 2/14	-96.11	10,980.63
02/24/2016	4171	AT&T	145835838 2/7 - 3/6	-124.02	10,856.61
02/24/2016	4172	Capital One Bank	Sonic	-19.95	10,836.66
02/24/2016	4173	City Sewer Pumping	2 pumpings 1/20 invoice 11681	-850.00	9,986.66
02/29/2016			Deposit	0.08	9,986.74
Total 131.44 · Bank of Marin - Sewer				-14,108.64	9,986.74
131.46 · Bank of Marin - Park Account					103,522.86
02/10/2016	1119	PGE	January	-89.10	103,433.76
02/15/2016	1120	Fishman Supply	invoice 1019109 paper towels	-29.10	103,404.66
02/29/2016			Deposit	0.44	103,405.10
Total 131.46 · Bank of Marin - Park Account				-117.76	103,405.10



Financial Manager's Report March 9, 2016

A T & T

Brian got the instructions for changing the voice message on the office phone, but we are unable to perform those steps on the instrument in the office. The same is true for picking up voice messages on that phone. I have listened to all 39 voice messages through the internet. I deleted all of them; only a couple were ours, and I had already responded to them. The plant telephone is forwarded to my cell phone so there are no messages. I check both phones regularly.

The Internet at the plant went down Feb 25. AT&T came February 29 and found the jack is a phone jack, not an Uverse jack, so the connections will get loose. Also the splicing was not done right, splitting pairs. AT&T is aware we initiate frequent service calls at this location. This technician is on loan from Michigan. He replaced the jack and fixed the wiring.

SONIC

I do not understand why we need to pay for AT&T, AT&T Uverse and Sonic. Does anyone else in Tomales use Sonic? I've talked to two organizations in Tomales with working websites; they both pay only for AT&T and AT&T Uverse. I would like to talk with anyone who was involved in our set-up using Sonic. If it's only web hosting, we should be able to get free or cheap web hosting. Sonic charges \$19.95 monthly. It's probably that we needed Sonic before AT&T changed us to Uverse. Now we could use AT&T email messaging instead of Sonic and change the web host. Do we want more AT&T instead of less to save \$239.40 a year?

BEGINNING THE 2016/2017 BUDGET SEASON

The first step in beginning the budget season is to amend the Park work plan for this year. The PAC has submitted its draft for Board review at this meeting. Items deferred from this year's plan will be included in the work plan for 2016/2017 which will be the basis for the Park 2016/2017 budget. After the Board finalizes the 2015/2016 work plan tonight, the PAC at its meeting later this month will draft the 2016/2017 work plan. I have included in the packet the Measure A history for its two years of existence and the amended 2015/2016 plan. In this month's financial reports current Park net income of \$37,664.52 and available cash balance of \$103,545.10 are reported.

The second step in the budget process will occur at this month's FAC meeting. FAC will draft the budgets with Jose's input for Board review. In addition to the Park work plan, any changes in reserves, maintenance and repairs, staff hours and the SUSD billing will be important parts of the budget process this year. This month's income and expense reports are more extensive than usual with the inclusion of three years of history with the current year-to-date numbers as a basis for beginning to plan the 2016/2017 budget. Our budget timetable calls for the budgets to be presented to the Board in April (the next meeting,) budget hearings in May and adoption in June.

In reviewing the income and expense reports, you will notice that this year's results are shown through February, but the other columns are shown for the full fiscal year. Usually the comparative reports show one prior partial year through the same month shown for the current year.

Balance Sheets 2/29/2016

				Sewer	Park
ASSETS					
Current Assets					
	Checking/Savings				
	131.00 · Cash				
		131.31 · Redwood Credit Union	135,744.78		
		131.42 · Bank of Marin - Money Market	76,671.54		
		131.44 · Bank of Marin - Sewer	9,986.74		
		131.48 · Bank of Marin - Solar	22,068.08		
		131.46 · Bank of Marin - Park Account			103,405.10
	Total 131.00 · Cash		244,471.14		103,405.10
	137.00 · Accounts Receivable		126.00		140.00
Total Current Assets			244,597.14		103,545.10
Fixed Assets					
	100.00 · Property, Plant and Equipment		791,665.97		
	100.10 · Maps and Records		17,248.00		
	100.20 · Land and Land Rights		52,788.00		132,000.00
	110.00 · Improvement Project		939,393.31		305,532.92
	112.00 · Solar System		269,945.21		
	105.00 · Less Accumulated Depreciation		-500,216.01		-43,933.00
Total Fixed Assets			1,570,824.48		393,599.92
Other Assets					
	136.00 · SUSD Note Receivable		19,807.04		
TOTAL ASSETS			1,835,228.66		497,145.02
LIABILITIES & EQUITY					
Liabilities					
	Current Liabilities				
		217.00 · Unearned Revenue			25,000.00
		222.00 · Accounts Payable	687.83		210.00
	Long Term Liabilities				
		211.00 · SWRCB SRF Loan	154,749.88		
		215.00 · CREBS Bond	197,352.92		
	Total Long Term Liabilities		352,102.80		
Total Liabilities			352,790.63		25,210.00
Equity					
	260.00 · Retained Earnings		1,274,279.74		40,670.58
	261.00 · Sinking Fund - Debt Reserve		47,775.00		
	262.00 · Capital Improvement Reserve		42,758.97		393,599.92
	263.00 · Emergency Reserve		33,982.00		
	264.00 · Operating Reserve		3,537.37		
	265.00 · Net Assets - Unrestricted		105,000.00		
	Net Income		-24,895.05		37,664.52
Total Equity			1,482,438.03		471,935.02
TOTAL LIABILITIES & EQUITY			1,835,228.66		497,145.02

Measure A Funding History
July 2013 through 2015/2016 Plan

		2013/2014	2014/2015	2015/2016
		Actual	Actual	Amended Plan
Measure A Funding		17,374.91	32,151.64	32,907.56
Work Plan Elements				
Maintenance		2,710.30	6,634.00	2,500.00
Permit		256.00		
Signs		139.00		1,000.00
Play Surface		5,035.93		
Picnic Table		1,253.18		
Gutters		475.00		
Irrigation System			1,465.00	
Gazebo			2,744.00	12,000.00
Path/Ramps				6,000.00
Barbeque				5,000.00
Water Tower				15,000.00
Faucets				3,000.00
Project Manage				3,000.00
Financial				1,500.00
Spent Measure A		9,869.41	10,843.00	49,000.00
Funding Unspent		7,505.50	28,814.14	12,721.70
Ending Available Cash		45,550.42	66,270.13	57,551.98

Park Income and Expenses

			Jul '15 - Feb 16	Jul '14 - Jun 15	Jul '13 - Jun 14	Jul '12 - Jun 13
Income						
311.00 · Interest Income			2.98	3.30	1.89	2.24
315.00 · Intergovernmental Revenues						
	315.60 · HOPTR		0.00	59.92	58.80	61.00
	Board of Supervisors				28.24	15,000.00
	315.80 · Measure A Funds		32,907.56	32,151.64	17,374.91	0.00
	315.70 · SB 90 Reimbursement		7,273.00	3,568.00		
Total 315.00 · Intergovernmental Revenues			40,180.56	35,779.56	17,461.95	15,061.00
320.00 · Contributions Income						
	320.30 · Unrestricted					
		320.33 · Film Fe	0.00	750.00	7,407.00	2,505.00
		320.30 · Unrestr	250.00	95.00	200.00	9,501.00
	Total 320.30 · Unrestricted		250.00	845.00	7,607.00	12,006.00
Total 320.00 · Contributions Income			250.00	845.00	7,607.00	12,006.00
322.00 · Park Use Rental						
	322.50 · Cleaning and Security D		0.00	-600.00	200.00	200.00
	322.00 · Park Use Rental - Other		345.00	850.00	650.00	650.00
Total 322.00 · Park Use Rental			345.00	250.00	850.00	850.00
322.60 · Water Tower PGE			560.00	840.00	910.00	840.00
323.00 · Founders' Day Committee			0.00	64.00		815.00
Total Income			41,338.54	37,781.86	26,830.84	28,759.24
Expense						
414.10 · Licenses and Permits			0.00	220.00		
414.20 · Office Expense						
	414.21 · Postage and Delivery		0.00	9.72	246.94	0.00
	414.22 · Printing and Copies		0.00	102.52	1.50	0.00
Total 414.20 · Office Expense			0.00	112.24	248.44	0.00
414.55 · Professional Fees						
	414.59 · Engineering and Design		0.00	2,890.00		
	414.56 · Legal Fees				1,127.50	0.00
	414.57 · Accounting		210.00			
Total 414.55 · Professional Fees			210.00	2,890.00	1,127.50	0.00
414.70 · Repairs						
	414.71 · Building Repairs		316.70	0.00		
	414.74 · Park Maintenance		0.00	169.62	-52.85	7,391.29
Total 414.70 · Repairs			316.70	169.62	-52.85	7,391.29
	414.75 · PGE - Park				0.00	142.42
414.80 · Measure A						
	414.81 · Measure A Project Expe		1,885.12	4,209.34	1,278.02	2,213.00
	414.82 · Measure A Maintenance		675.76	5,341.48	1,420.26	224.29
	414.83 · PGE Park		586.44	1,190.39	1,310.43	1,165.22
Total 414.80 · Measure A			3,147.32	10,741.21	4,008.71	3,602.51
423.20 · Awards and Gifts			0.00	211.90		
423.31 · Party in the Park					1,007.63	1,756.89
430.00 · Miscellaneous					779.00	779.00
6260 · Printing and Reproduction					78.75	0.00
Total Expense			3,674.02	14,344.97	7,197.18	11,915.22
Net Income			37,664.52	23,436.89	19,633.66	16,844.02
Cash Balances			103,405.10	66,270.13	45,550.42	21,032.03

Sewer Income and Expenses

			Jul '15 - Feb 16	Jul '14 - Jun 15	Jul '13 - Jun 14	Jul '12 - Jun 13
301.00 · Service Charges						
	301.10 · Service Charges - Monthly		504.00	819.00	1,512.00	1,512.00
	301.15 · Service Charges - Annual Fees		2,268.00	1,512.00	756.00	756.00
	Total 301.20 · Service Charges - SUSD		68,464.78	73,118.00		84,785.00
	Total 301.30 · Service Charges - County		57,391.39	97,668.61	97,871.43	97,666.83
Total 301.00 · Service Charges			128,628.17	173,117.61	164,649.43	184,719.83
Total 303.00 · Connection Fees			250.00	0.00		
305.00 · SUSD Sinking Fund			8,062.00	8,062.00	8,062.00	1,942.00
311.00 · Interest Income			1,455.92	1,511.18	1,616.37	1,801.28
Total 315.00 · Intergovernmental Revenues			2,737.21	7,779.69	8,090.87	9,448.99
316.00 · CSI Solar Rebate			7,519.93	13,075.69	14,540.98	0.00
Total Income			148,653.23	203,546.17	196,959.65	197,912.10
Expense						
410.00 · Sewage Collection			184.91	341.77	350.00	-154.99
411.00 · Sewage Treatment			5,248.63	3,087.92	935.44	-216.83
412.00 · Sewage Disposal			524.06	954.52	-49.59	-217.68
414.00 · Administration and General						
	414.05 · Administrator's Fees		32,360.00	81,048.00	81,048.00	79,053.95
	414.22 · Licenses and Permits		1,346.50	1,326.50	1,272.50	1,042.50
	414.30 · Insurance					
	414.31 · Property & Liability Insurance		5,717.31	5,312.82	5,269.54	5,329.33
	414.33 · Worker's Comp Insurance		772.36	736.00	609.00	668.75
	414.35 · Health Insurance Allowance		400.00	4,800.00	4,800.00	7,200.00
	Total 414.30 · Insurance		6,889.67	10,848.82	10,678.54	13,198.08
	414.40 · Office Expense					
	414.41 · Postage and Delivery		302.25	111.67	215.89	139.70
	414.42 · Printing and Copies		0.00	152.90	894.36	58.31
	414.43 · Office Supplies		416.27	1,714.07	887.87	541.18
	414.44 · Sonic - Web Hosting		99.75	239.40	219.15	219.45
	414.45 · Equipment Expense		196.50	293.19		518.85
	Total 414.46 · Board Meeting Expense		60.00	213.96	1,257.51	1,061.06
	414.47 · Clerical/Bookkeeping		10,902.50	0.00		
	414.48 · Office Rent		600.00	1,200.00		
	414.49 · Secretary		3,258.49	80.56		
	Total 414.40 · Office Expense		15,835.76	4,005.75	3,474.78	2,538.55
	414.50 · O&M Contractual Services		38,828.54	63,841.51	62,081.99	60,316.22
	414.55 · Professional Fees					
	414.551 · Legal Fees		474.25	12,471.75		256.25
	414.552 · Accounting		4,750.00	4,500.00	5,000.00	
	414.553 · Consulting		0.00	13,650.00		5,125.00
	Total 414.55 · Professional Fees		5,224.25	30,621.75	5,000.00	5,381.25
	414.60 · Publication and Notices					
	414.61 · Newsletter Expense		0.00	232.75	382.21	104.87
	414.60 · Publication and Notices - Other		0.00	932.00	95.25	84.00
	Total 414.60 · Publication and Notices		0.00	1,164.75	477.46	188.87
	414.62 · Dues and Subscriptions		1,531.65	1,529.93	1,455.79	1,503.40
	Total 414.65 · Rents and Leases		18,691.18	750.00	750.00	18,691.18
	Total 414.70 · Repairs and Maintenance		18,980.29	7,162.02	5,012.55	4,329.32
	Total 414.80 · Travel and Meetings		156.40	2,716.82	1,944.54	408.87
	414.90 · Telephone and Internet Services		2,026.88	2,509.97	1,150.79	2,097.40
	414.95 · Miscellaneous Expenses			0.00	8.43	208.95
Total 414.00 · Administration and General			141,871.12	207,525.82	174,355.37	188,958.54
	417.20 · Election Expense		289		428.31	0.00
	417.30 · LAFCO Charges		-115.50	135.44	238.87	104.00
	417.00 · Other Operating Expenses - Other		-0.14	917.00		14.91
Total 417.00 · Other Operating Expenses			173.36	1,052.44	667.18	104.00
415.00 · Amortization Expense			0.00	0.00	897.06	0.00
415.50 · Depreciation Expense			21,500.00	53,404.00	53,404.00	52,503.00
420.20 · Interest Expense - SRF Loan			4,046.20	4,853.15	5,323.50	5,782.38
	423.30 · Write-off Bond Issuance Costs		0.00	10,764.82		
	423.10 · Contributions		0.00	364.00	174.12	0.00
Total 423.00 · Other Nonoperating Expenses			0.00	11,128.82	174.12	0.00
Total Expense			173,548.28	282,348.44	236,057.08	246,758.42
Net Income			-24,895.05	-78,802.27	-39,097.43	-48,846.32
	Ending Cash Balance		244,471.14	282,767.87	317,799.62	332,711.12

GENERAL MANAGER'S REPORT

MARCH 9, 2016

Coordination with Staff

- ❖ Reviewed March 9, 2016 agenda with Donna Clavaud and District administrative support and finance sections staff.
- ❖ Reviewed proposal from Phillips & Associates to purchase and replace three sprinkler heads with Nelson Big Guns 100 Series sprinkler heads.
- ❖ Contacted Steve Phillips to obtain sampling maps for inclusion into Annual Monitoring Report.
- ❖ Continued reviewing existing procedures, gathering and reviewing data and background reports, existing contracts and agreements, and regulatory requirements and self-monitoring reporting procedures.

New Business

- ❖ Received email request for sewer connection information from Ms. Lisbeth Koelker. Will provide her with District protocols and steps.
- ❖ Reviewed 2010 Operations and Maintenance Manual for consistency with Waste Discharge Requirements and current O&M contract with Phillips & Associates. Spoke with Blair Allen at San Francisco Regional Water Quality Control Board staff to inform him of upcoming revisions to O&M Manual.
- ❖ Contacted Kevin Wright at Marin County Parks Department to request his attendance in a question and answer session with the BOD regarding Measure A funds and proposed park work plan revisions.

Miscellaneous

- ❖ None at this time.

Next Month

Report Preparation

- ❖ Received extension for submitting Annual Monitoring Report to Regional Board. Will submit report by March 31, 2016.
- ❖ Prepare revised O&M Manual consistent with WDRs. Tentative submittal date is March 31, 2016.
- ❖ Begin preparation of asset management plan for inclusion into the District's five-year financial plan.
- ❖ Begin budget preparation process with FAC

District Coordination

- ❖ Conduct facility inspection and needs assessment with Phillips & Associates.
- ❖ Provide Kevin Wright a list of questions regarding Measure A expenditures for discussion at April 13 BOD meeting.
- ❖ Continue to define roles and responsibilities among GM, Administrative Support, and Finance Manager

Miscellaneous

- ❖ Inventory District record information, drawings, and existing Operations and Maintenance Plans

ADDENDUM NO. 2 TO SERVICES CONTRACT

March 9, 2016

A. Contractor's Primary Contact person.

Jose L. Ortiz, P.E.

Name

574 Pintail Court

Street Address

Vacaville, CA 95688-2650

City, State and ZIP Code

(707) 330-3542

Telephone Number

(707) 452-0944

Alternate Telephone Number

B. Services to be Provided.

The Services to be provided under this Contract are generally summarized in the attached Scope of Work and described in detail in the attached Request for Proposal ("RFP") which is hereby incorporated into this Services Contract by this reference.

In the event that Contractor is requested to provide services that are beyond the normal scope of work as described in the RFP, those services will be compensated as set forth in the "Non-Standard Duties" section of the RFP.

C. Term.

C.1. 90-Day Kick-off Period

This Contract contains a not-to-exceed 90-day kick-off period to lay a foundation for how the overall Services will be provided to the District. During this time the Contractor reviewed existing procedures, gathered and reviewed data and background reports, existing contracts and agreements, and regulatory requirements and self-monitoring reporting procedures. In addition to reviewing the District's records, etc., the Contractor provided routine general management services.

Contractor agreed to perform the scope of services during the 90-day kick-off period for a not-to-exceed limit of \$12,500.00.

At the March 9, 2016 Board meeting, the Contractor reported to the Board his findings and his recommendations for providing general management services for the 9-month period following the 90-day kick-off period. The terms for the 9-month period are found in C.2.

C.2. 9-Month Period after Kick-Off

Services to be provided under this contract for the remainder of the first year (9 months) are in 3 primary areas and include general management functions, administrative support, and sewer system administration. Typical tasks and duties can be found in the Scope of Work.

It is anticipated that approximately 32 hours of work per month will be required to conduct routine general management functions listed in the Scope of Work. The revised budget for year 1, which includes the 90-day kick-off period and the following 9 months, is shown in Section D.4.

Contractor agrees to perform the agreed scope of services during the 9-month period for a not-to-exceed limit of \$37,500.00.

C.3. Years 2 Through 5

The General Manager RFP states that the contract is from 3-5 years. This Services Contract is for the first year. At its discretion, the District may extend the contract annually for a total contract term of not more than five (5) years.

D. Compensation and Reimbursement of Expenses

Jose L. Ortiz's hourly rate is \$125.00

Travel from Vacaville to Tomales will be billed at 50% of the hourly rate, \$62.50.

Miscellaneous direct costs and reimbursable expenses:

- Mileage will be charged at \$0.575 per mile (or current Federal rate)
- Project-related expenses will be billed at cost plus 10%. All project-related expenses must be pre-approved by the Tomales Valley Community Services District

1. NON-SCHEDULED WORK

Non-Scheduled Work will be billed at the Contractor's hourly rate. Non-Scheduled Work will be invoiced at the end of the month in which the work was performed.

2. DISTRICT INITIATED WORK

When authorized by the District, Contractor may perform work outside the scope of services as Non-Scheduled Work.

3. EMERGENCIES

In the event of an emergency situation, Contractor shall make every reasonable effort to contact the District before incurring costs for Non-Scheduled Work.

4. PROPOSED BUDGET FOR YEAR 1:

Task	Hours (Annually)	Rate	Total
1. General Management Functions	130	\$125.00	\$16,250.00
2. Administrative Support	150	\$125.00	\$18,750.00
3. Sewer System Administration	110	\$125.00	\$13,750.00
4. Direct costs or reimbursable expenses (Mileage, printing, etc.)		L.S.	\$1,000.00
Total	390	\$125.00	\$49,750.00

Contractor agrees to perform the agreed scope of services for a not-to-exceed limit of \$50,000.00 for the first year.

Scope of Work

Services to be provided for this contract are in 3 primary areas and include:

1. Routine services to conduct the required general management functions. These services include:
 - Interface with community members, conduct surveys, and assimilate relevant information; receive complaints and forward to the Board.
 - As directed by the Board, coordinate bid proposals and contracts for regular operations work to be performed.
 - Adhere to all local and state laws and advise Board on changes to said laws and address compliance issues.
 - Submit regulatory reports to local and state agencies as required.
 - Coordinate with District Administrative Support Section and with Finance Section staff.
2. Provide Administrative support, including:
 - Gather backup information for ongoing Board discussions of the annual budget process.
 - Adhere to TVCSD Reserve Policy goals and objectives and assure that required funds are being added regularly and that use of funds follows TVCSD CIP protocols.
 - Assist with documentation of policies; maintain historical and reference documents.
3. Sewer System Administration, including:
 - Oversee contract with sewer operations and maintenance contractor, insure performance standards are being met; oversee annual review of performance contract.
 - Devise and maintain work order system. Maintain record book.
 - Coordinate all new sewer hook-ups and insure they are all inspected and meet District standards according to ordinances and specifications.
 - Maintain maps of all sewer components and new hook-ups and annexations.
 - Assure the sewer maintenance schedule is adhered to and effective at all times.
 - Oversee all capital improvement projects as directed by the Board and Standing Committees.
 - Coordinate Sewer Plant Tours.

[ATTACH THE RFP HERE]

February 19, 2016

Mr. Blair Allen
Regional Water Quality
San Francisco Bay Region
1515 Clay Street Suite 1400
Oakland, CA 94612

Emailed To:
WDR.monitoring@waterboard.ca.gov
PhillipsOnSite.com

RE: Self-Monitoring Report
Tomaes, Marin County
Order No. R2-2015-0019
I.D. No. 264662
January 2016

Mr. Allen

Enclosed please find the Self-Monitoring Report.

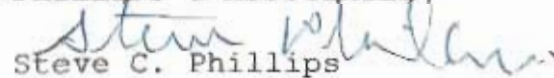
Operations is satisfactory and maintenance on schedule.

No irrigation occurred in this month

I certify under the penalty of law that this document and all attachments have been prepared under my direction or supervision in accordance with a system designed to assure that qualified personal proper gathered and evaluated the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Sincerely,

PHILLIPS & ASSOCIATES



Steve C. Phillips

Process Control Engineer

Certified Chief Plant Operator #IV-05675

cc: Tomaes Village Community Service District
Vanessa Zubkousky, Department of Public Health, Richmond
Via email at: Vanessa.Zubkousk

Tamales Wastewater Facility
Non-compliance Report
January 2016

NON-COMPLIANCE:

1. Exceeded the BOD samples at EFF-TR monthly mean and the monthly maximum.
2. Some of the monthly Nitrogen sample was not collected.

PROBABLE CAUSE:

1. The treatment ponds were lower to add storage capacity in anticipation of high winter influent flows during the rainy season and power outages. The lowering of the ponds changed the effluent to the storage pond draw level and causing increase in the BOD mg/L.
2. Not sure why, as the Operator that collected these samples is no longer employed with Phillips.

CORRECTIVE ACTION:

1. Made adjustments to the aerations time in ponds 1, 2, and 3. The BOD reports for February are so far below the mean mg/L limit.
2. Review and updated our onsite activity matrices and COC

SELF MONITORING REPORT

Date	INF (INFLUENT)				EFF-TR (Treatment Pond No. 3 Eff)										EFF-FLOW		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Ammonia N mg/L	Tot. Organic Nitrogen mg/l	TDS (mg/L)	BOD (mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	G12 Tank Level (inches)	Coliform MPN/100
1/1/2016	15.5														0.0			
1/2/2016	15.5														0.0			
1/3/2016	15.1														0.0			
1/4/2016	27.0														0.0			
1/5/2016	27.0		260.0	400.0	8.1					440.0	47.0	8.0	11.5	14.0	0.0			
1/6/2016	27.0														0.0			
1/7/2016	27.0	154.1													0.0	0.0		
1/8/2016	27.0														0.0			
1/9/2016	27.0														0.0			
1/10/2016	27.0														0.0			
1/11/2016	27.0														0.0			
1/12/2016	37.8									400.0	69.0	8.4	10.1	10.0	0.0			
1/13/2016	37.8														0.0			
1/14/2016	37.8	221.4													0.0	0.0		
1/15/2016	37.8														0.0			
1/16/2016	37.8														0.0			
1/17/2016	37.8														0.0			
1/18/2016	43.7									380.0	64.0	7.6	7.7	13.4	0.0			
1/19/2016	43.7														0.0			
1/20/2016	43.7														0.0			
1/21/2016	43.7	288.2													0.0	0.0		
1/22/2016	43.7														0.0			
1/23/2016	43.7														0.0			
1/24/2016	43.7														0.0			
1/25/2016	28.3									340.0	56.0	8.1	10.0	13.9	0.0			
1/26/2016	28.3														0.0			
1/27/2016	28.3														0.0			
1/28/2016	28.3	244.3													0.0	0.0		
1/29/2016	28.3														0.0			
1/30/2016	28.3														0.0			
1/31/2016	28.3														0.0			
Min	43.7	288.2	260.0	400.0	8.1	0.0	0.0	0.0	0.0	440.0	69.0	8.4	11.5	14.0	0.0	0.0	0.0	0.0
Max	15.1	154.1	260.0	400.0	8.1	0.0	0.0	0.0	0.0	340.0	47.0	7.6	7.7	10.0	0.0	0.0	0.0	0.0
Mean	32.0	317.0	260.0	400.0	8.1	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	390.0	58.0	8.0	9.8	12.8	0.0	0.0	#DIV/0!	#DIV/0!
Total	992.9														0.0			

Phillips and Associates
Management and Technical Resources
707 254-1931

Treatment Pond Summery Report

[illegible]

TOMALES INFLUENT HEADWORKS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) January 2016

2. Influent Headworks Standard Observation required every week year round.

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date		01/04/16	1/12/16	1/18/16	1/25/16
Day		Mon.	Tues.	Mon.	Mon.
Time		0930	1100	1230	1500
Operator		DE.	DE.	DE.	DE.
Rain fall, inches		.35	2.25	3.10	1.65
* Nuisance odors (smell)		No	No	No	No
* Evidence of any standing water		No	No	No	No
* Evidence of mosquitoos breeding		No	No	No	No
* Evidence of improper system components and hydraulic integrity		No	No	No	No
* Evidence of structure seepage		No	No	No	No

* Report Yes or No and any Yes response s report immediately to supervisor or Chief Plant Op

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) January 2016
2. Pond Standard Observation required every week year round.

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date		01/04/16	1/12/16	1/18/16	1/25/16
Day		Mon.	Tues.	Mon.	Mon.
Time		1030	0940	1245	1515
Operator		DE.	DE.	DE.	DE.
* Nuisance odors from ponds		No	No	No	No
* Evidence of pond berm seepage		No	No	No	No
* Evidence of improper system components and hydraulic integrity		No	No	No	No
Sign posting that wastewater is unsafe to drink (improper?)		No	No	No	No

* Report Yes or No and any Yes responses please report immediately to supervisor or Chief Plant Operator

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) January 2016

2. Chlorine Storage Tank Standard Observation required every week year round.

INSPECTION					
Date	01/04/16	1/09/16	1/12/16	1/25/16	
Day	Mon.	Tues.	Mon.	Mon.	
Time	1045	1030	1145	1415	
Tech	DE.	DE.	DE.	DE.	
* Evident of any leaks	No	No	No	No	
Tank level, inches	33	33	33	33	
Cl ₂ gallons added	0	0	0	0	
New tank level after adding Cl ₂ , inches	33	33	33	33	
Gallons used for treatment since last check	0	0	0	0	
Warning Signs Improperly Posted	No	No	No	No	

3. * Any Yes response s please report immediately to supervisor

4. I certify that this report information, to the best of my knowledge is true and correct.

TOMALES STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) January 2016

2. Storage Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	01/04/16	1/12/16	1/18/16	1/25/16	
Day	Mon.	Tues.	Mon.	Mon.	
Time	1100	1045	1200	1400	
Operator	DE.	DE.	DE.	DE.	
* Nuisance odors from ponds	No	No	No	No	
* Evidence of pond berm seepage	No	No	No	No	
* Evidence of improper system components and hydraulic integrity	No	No	No	No	
Signage that wastewater is unsafe to drink (improper?)	No	No	No	No	

* Report Yes or No and any Yes response & please report immediately to supervisor or Chief Plant Operator



BRELJE AND RACE LABORATORIES, INC.

January 13, 2016

Sample Collected: 01/04/16
Sample Received: 01/04/16
Collected By : DE/Phillips
Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

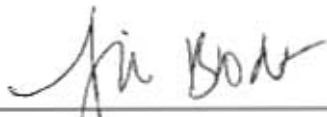
LOG NUMBER	116-38	116-39
Sample Description:	Influent channel	Effluent to storage pond

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 20 th ed. 5210 B)	260.	47.
Total Dissolved Solids mg/L (Std. Mthds. 20 th ed. 2540 C)	400.	440.

BOD Start Date: 01/06/16
BOD Completed Date: 01/11/16

BRELJE AND RACE LABORATORIES, INC.



JILL BRODT, LABORATORY MANAGER
JB:dlm



February 3, 2016

Sample Collected: 01/25/16
Sample Received: 01/25/16
Collected By : DE/Phillips
Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

LOG NUMBER 116-1653


Sample Description: Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 56.
(Std. Mthds. 20th ed. 5210 B)
Total Dissolved Solids mg/L 340.
(Std. Mthds. 20th ed. 2540 C)

BOD Start Date: 01/27/16
BOD Completed Date: 02/01/16

BRELJE AND RACE LABORATORIES, INC.



JILL BRODT, LABORATORY MANAGER
JB:lja



January 29, 2016

Sample Collected: 01/18/16
Sample Received: 01/18/16
Collected By : DE/Phillips
Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales


LOG NUMBER	116-1077
Sample Description:	Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 20 th ed. 5210 B)	64.
Total Dissolved Solids mg/L (Std. Mthds. 20 th ed. 2540 C)	380.

BOD Start Date: 01/20/16
BOD Completed Date: 01/25/16

BRELJE AND RACE LABORATORIES, INC.



JILL BRODT, LABORATORY MANAGER
JB:lja



BRELJE AND RACE LABORATORIES, INC.

January 21, 2016

Sample Collected: 01/12/16
Sample Received: 01/12/16
Collected By : DE/Phillips
Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

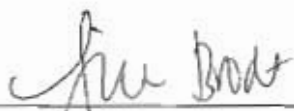
LOG NUMBER	116-678
Sample Description:	Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 20 th ed. 5210 B)	69.
Total Dissolved Solids mg/L (Std. Mthds. 20 th ed. 2540 C)	400.

BOD Start Date: 01/13/16
BOD Completed Date: 01/18/16

BRELJE AND RACE LABORATORIES, INC.



JILL BRODT, LABORATORY MANAGER
JB:lja

**BRELJE AND RACE LABORATORIES, INC.**

February 16, 2016

Sample Collected: 01/04/16
Sample Received: 01/04/16
Collected By : DE/Phillips
Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

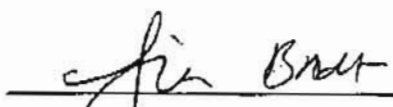
Tomales

LOG NUMBER	116-40
Sample Description:	Effluent to Storage Tank

ANALYSIS

Nitrate N mg/L (EPA Mthd. 352.1)	8.1
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BRELJE AND RACE LABORATORIES, INC.



JILL BRODT, LABORATORY MANAGER
JB:lja

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

WEDNESDAY, FEBRUARY 24, 2016

PRESENT: Melinda Bell (Chair), Deborah Parrish, Donna Clavaud, Venta Leon

ABSENT: Chick Petersen

Chairperson Melinda Bell convened the meeting at 6:55pm. Donna Clavaud recorded the minutes. There was a quorum to conduct business.

The members continue to work on the development of policies and now are preparing to work on a draft budget for the upcoming 2016-17 fiscal year.

1. Review Tomales Community Park Rental Agreement & Rental Contract

Recent community discussion about rental policy for large memorial events honoring a local resident suggests there is consensus that the rental fee be waived.

FAC reviewed the existing document that TVCSD has been utilizing to date. We agreed unanimously on the following two recommendations:

Recommendation: Add: "Rental fees and security deposit will be waived for any Memorial event in honor of a local resident".

Recommendation: The Rental Contract should only require a Certificate of Insurance to be submitted at least two weeks prior to an event, instead of 30 days prior to an event.

2. Review Committees of the TVCSD Board of Directors Policy:

The members reviewed a draft Committee policy developed several years ago by the former administrator; this draft was never finalized to be approved by the TVCSD Board. We reviewed the policy and agreed on stated general appointment procedures for Ad Hoc and the Standing Committees. The Policy correctly mentions that meetings shall conform to the Brown Act and that all committee members must take mandated Ethics training.

We reviewed the FAC role as defined by its function and duties and made minor revisions.

We agreed that the Park Advisory Committee definition is unclear and requires more specifics in terms of its function and duties.

Recommendation: Request that PAC develop a more specified definition and make recommendations to TVCSD Board so that we can move forward with Board approval on this policy.

3. Personnel Policy:

We are studying other CSD policy models on Personnel in order to develop policies and procedures for various Staff, whether they be employees or independent contractors. Since TVCSD now has 3 Staff, it is important to develop policies that carefully define the parameters of our relationship with such Staff.

Re: Administrative Support, we discussed the issue that our current Administrative Support person is a temporary employee assigned by a staffing agency, and by definition, is therefore carefully directed in scope of work for the district. We agreed we need to research legal restrictions around a temporary employee-i.e.-how long can we keep a temporary employee in this relationship? We agreed to contact Nelson Staffing where our Administrative Support person is employed.

Re: Independent Contractor, we are studying several model templates at this time.

Future meetings will focus on the development of draft Personnel policies.

4. Begin Draft 2016-17 Budgets:

Melinda presented sewer and park budgets for the past four (4) years and a revised Measure A plan for 15-16'. We discussed the need to identify projected expense line items for the sewer budget, specifically Reserves and Staffing Salaries. We agree that we should develop Draft Budgets at our March FAC meeting.

Next meeting: will be Wednesday, March 16 at 6pm. This is a necessary date change as several members cannot attend the regular fourth Wednesday meeting time.

Next Agenda: Develop a Draft Proposed Sewer and Park Budget for 2016-17

The meeting was adjourned at 8:20pm.

Signed by:

Approved on:

Tomales Community Park

Statement of Purpose

This Park was created to provide a space for cultural, educational and community activities for persons and organizations in the community at large. It was created with the desire to engage only in activities that are charitable and educational, and to be equally available to all members of the community.

Rules and Regulations

These rules are established to insure the safety and enjoyment of all and can be amended as necessary should different circumstances arise. They cover regular individual usage as well as rentals by larger private parties.

1. The Park will be open from dawn to dusk.
2. No motorized vehicles are allowed on the grounds.
3. There will be no overnight use or open campfires.
4. All animals will be curbed.
5. No smoking is allowed in the play areas.
6. Your consideration of our parks' neighbors is appreciated. Please keep the volume of your music and other noise to a minimum.

Tomales Community Park Rental Agreement

Groups larger than 25 need to arrange for Tomales Park rental in advance.

A daily rental fee for the Tomales Park grounds will be \$25 for Tomales Village residents, \$150 for nonresidents with an additional \$25 per day for use of electricity and water. Local nonprofit groups have free rental, out of town nonprofit groups will pay \$150. Local for-profit groups will pay \$350 and all out-of-area for-profit groups including film crews will negotiate with the administrator for a fee schedule. Two bathrooms are available, additional facilities must be arranged by the Rental Party.

A security deposit of \$200 will be paid in advance and retained until the grounds are returned to their previous condition. All garbage will be removed and any physical damage to structures or plants may be deducted from the security deposit.

All Rental Parties must provide a certificate of liability insurance in the amount of at least \$1,000,000 and name the TVCSD as additional insured. The Rental Party is responsible for the behavior of their guests.

All activities must end, including all music and external lighting, by dusk.

Rental Contract

Date: _____

Name of Organization: _____

Contact Name: _____ Phone: _____

Mailing Address: _____ City: _____ Zip: _____

Proposed date of use: _____, between hours from _____

Number of persons expected to be in attendance _____

Applicable Fee: \$350.00

Security Deposit: \$200.00

Total: \$550.00

Certificate of Insurance must be submitted at least 30 days prior to the event.

I, on behalf of the above group or organization, agree to comply with all the rules and regulations of the Tomales Community Park. I agree to be responsible for all the people in our group as well as restoring all facilities to their original condition after use.

Signature _____ Phone _____

Name _____

Remit To:

Tomales Village Community Services District
PO Box 303
Tomales, CA 94971
Ph (707) 878-2767
Fax (707) 575-4306
E-Mail admin@tomalescsd.ca.gov

POLICY TITLE: Committees of the TVCSD Board of Directors

POLICY NUMBER: 4060

4060.1 The TVCSD Board President shall appoint such ad hoc committees as may be deemed necessary or advisable with approval by the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4060.2 The following standing committees can be appointed at the discretion of the Board:

4060.2.1 Financial Advisory Committee

4060.2.2 Park Advisory Committee

4060.3 The Board President with the approval of the Board shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January. Committee members need not be board members, but serve at the pleasure of the Board. Applications are posted on the TVCSD website and can be submitted to the President and the Board for consideration and confirmation. A maximum of seven (7) members may sit on each standing committee.

4060.3.1 Standing committee members will satisfactorily complete mandatory two hour Ethics training at the District's expense within one month of being appointed to the Committee.

4060.3.2 Standing Committee members who are assigned or reassigned to any District Committee will only be required to repeat the Ethics training if two years have elapsed since their last completion of the course.

4060.4 The Board's standing committees may be assigned to review CSD functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board in a written format.

Page 2- TVCSD Committees Policy

4060.4.1 All meetings of standing committees shall conform to all open meeting laws (e.g. Brown Act) that pertain to regular meetings of the Board of Directors.

4060.5 The Board's standing Financial Advisory Committee (FAC) shall be utilized to provide financial oversight on behalf of the Board of Directors. The Financial Advisory Committee shall:

4060.5.1 Review Monthly Financial Statements and expenditure details with Staff and make recommendations to the Board.

4060.5.2 Review other financial reports and issues with district Staff as directed by the Board.

4060.5.3 Prepare the Annual Sewer and Park Budgets with Staff and make recommendations to the Board.

4060.5.4 Work with Staff on financial issues, revenue and expenditures as directed by the Board.

4060.5.5 Review and advise the Board on all expenditures.

4060.6 The Board's standing Park Advisory Committee (PAC) shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District and community goals regarding the Tomales Community Park.

4060.7 The TVCSD Board of Directors shall be responsible for approval and oversight of all such concerns for the Tomales Village Community Services District.

Approved on:

Tomales Park Committee meeting minutes
Monday, January 25, 2016
Meeting began @ 6:35 pm

Margaret Graham chaired the meeting.

Brian Lamoreaux served as note taker.

Present for meeting were: Walter Earle, Patty Oku, Melinda Bell, David Judd, Bill Bonini and Dru Fallon O'Neill. Absent: Beth Koelker

Agenda:

Open Communication

Review Minutes

Park Chair & Secretary Elections

New Committee member

Gazebo / Gate / Water Fountain plans - Progress through the Maze

RFP template & Project Manager for above

Park Safety Inspection Work - the Ramps

Water Tower repairs

Review Park & Measure A budgets

Discuss our share of costs to TVCSD, request \$ amount we can authorize for repairs without Board approval

Ping Pong Table

Donation sign on Bathrooms

1. Open communication: PAC discussed the need for a Project Manager (PM) to help orchestrate upcoming Park projects: Gazebo, gate, ADA ramps, ping pong table, etc. Margaret offered Karl is available for \$70/hr, and is familiar with the job. This person would work directly with Bill B. and David Judd. Discussion about possible alternates, to be brought up at next TVCSD meeting. Question about if this temporary contract (non-employee) position/person would need to have an RFP put out for this. [Discussion only. No action]
2. Minutes approved for Oct. & Nov meetings. [action]
3. Margaret Graham was re-elected as Park Chair for 2016 (only). Brian Lamoreaux was re-elected as Secretary. TVCSD Board Chair Bill Bonini joined as new member to PAC.
4. Gazebo / Gate / Water Fountain plans update: plans have been submitted to County Planning Dept. Bill B. offered to check status soon. [Discussion - No Action]
5. RFP template for Park Projects (mentioned above) - PAC has identified hiring a PM will help make this happen. [Discussion - No Action]
6. Safety Inspection & ADA ramps: David Judd said only item needed beyond ramps is a small hand rail in play structure. David will get adjusted budget for ramps from concrete guy before TVCSD meeting (initial budget was \$8200). Both projects hope to be completed within next 2 months. [Discussion - No Action]
7. Water Tower repairs: David & Bill to do soon.

8. Measure A budget edits: Add to this year's budget: PM, financial manager and ramps. Keep water tower repairs. Move items to next budget cycle: Ping Pong, and Fence repairs. Remove from work plan: Corn Hole.
9. Park cost discussions. PAC to formally define "emergency" for emergency costs including: pump broken, bathrooms inoperable, fire, structure issues, fallen tree, water leaks, electrical problems, etc. Discussion about "Emergency" Protocol, who to call, etc.: Melinda, Bill, David, then Jose (GM).
10. Ping Pong Table - PAC still is interested in this project, but decided to postpone the project until further progress is made on ramps, water tower, and PM for gazebo, etc.
11. Donation sign on Bathrooms: no news to report. Brian will check with Beth re: status. Brian offered to initiate updating of park information sign, new phone numbers, etc. and will email proposed updates for next PAC meeting. [Discussion - No Action].
12. Bathroom improvements: spring loaded faucets have been installed.

Meeting adjured at 8:40pm

Minutes arpproved by: _____

Date: _____

Tomales Park Committee meeting minutes
Monday, February 22, 2016
Meeting began @ 6:35 pm

Margaret Graham chaired the meeting.

Brian Lamoreaux served as note taker.

Present for meeting were: Walter Earle, Patty Oku, Melinda Bell, and Bill Bonini

Absent: Beth Koelker

Agenda:

Open Communication

Review/edit Minutes of Jan. meeting

Measure A 2015-2016 for Board Approval

Start Measure A 2016-2017 plan

Set Volunteer in the Park Day - April?

Donation sign on Bathrooms

Park signs for contact numbers

<u>Agenda Item</u>	<u>Discussion</u>	<u>Action</u>
Open Communication	Discussed changing format to future minutes (ie. this table). Discussed schedule of getting Draft minutes out by Thursday (3 days after) meetings, receiving any edits to minutes by Sunday, and getting Final Approved Minutes out by Monday, one week after PAC meetings. ADA Ramp schedule delayed due to contractor having medical issues. List of Operations & Maintenance Checklist was reviewed and all thought it looked good. Reviewed Park general budget. The idea of memorial services being free to locals was discussed with all in favor of the idea. Locals defined as residents of Tomales, Marshall, Dillon Beach, and Valley Ford.	Brian will try new format and will get minutes out by these timeframes. Bill to check w/ David Judd on contractor's status,
Review Jan. Minutes	A few minor revisions and corrections to January minutes.	Minutes approved with revisions.
Measure A 2015-2016 for Board Approval	Financial manager estimates: not to exceed \$3,000/yr. Project manager: ballpark estimate of cost being no more than \$3,000 for until the end of June 2016. Total cost of project manager for Gazebo/Gate project needs further research. Discussion of getting an engineer's/architect's estimate for cost of construction for Gazebo and management of construction. Grant writer for park: question of if Measure A funds can pay for this? What would such a position cost? Revised Measure A budget revisited (see Measure A budget and Jan. minutes edits).	Bill will talk to engineer Peter Nissen / architect Michael Barber about getting an estimate for project management services. Measure A 2015-2016 budget passed.

Start Measure A 2016-2017 plan	Discussed Measure A projects for 2016-2017, including ping pong table, fence repair, etc. More to be discussed at future meetings.	
Set Volunteer in the Park Day - April?	Discussed possible dates for Park Volunteer Day in April. Later, Margaret suggested Sat. April 16.	Margaret to ask Beth about making signs. Bill to ask Donna about coordinating food, etc. David Judd will probably/hopefully have a list of items to work on for volunteer day.
Donation sign on Bathrooms	No changes or news to report.	
Park signs for contact numbers	Edits to Park Rules and Regulations sign discussed and proposed (see photo, hopefully attached). PAC discussed the change in Park policy/regulation from "No smoking allowed in the play areas" to "No smoking is allowed", all agreed and change will be discussed with Board. Location of lower sign is good as is. Location of upper sign should be relocated to the exterior east facing wall of the bathrooms.	Brian to show edits to be proposed to Board on photo for approval at next meeting. Pending approval, Brian will get estimates from several sign companies.

Meeting adjured at 8:03pm.

Minutes arpproved by: _____

Date: _____

**Amended TVCSD Work Plan
Measure A 2015/2016**

Project Name	Purpose	Description	MeasA	Matching	Total Exp
PGE,Supp,Services	Maintenance	Electricity,trash,bthroom,landscp supplies	2,500		2,500
Water Faucet	Renovation	Purchase and install 2 faucets	3,000		3,000
Gazebo&EntryGate	Constructn	Permits,design,specificats,constrction	12,000	6,000	18,000
Handicap Ramps	Renovation	Install 4 handicap ramps	6,000		6,000
Water Tower	Renovation	Replace roof,repair windows,siding	15,000		15,000
Pk Imprv Phase 2	Renovation	Purchase and install large BBQ grates,crank	5,000		5,000
Project Manager	Constructn	Write RFPs,interview contrs, manage projects	3,000		3,000
Park Signage	Maintenance	Purchase: Park rules,contact info,rental informtn	1,000		1,000
Financial Manager	Maintenance	Verify bills,cost estim,cash flow,budg,wk plan	1,500		1,500
		Total 2015/2016 Estim Expenditures	49,000	6,000	55,000
		Available 2015/2016 Measure A Funds	54,416		

Tomales Community Park

Rules and Regulations

These rules are established to insure the safety and enjoyment of all and can be amended as necessary by the District Administrator should different circumstances arise. They cover regular individual usage as well as rentals by larger private parties.

The Park will be open from dawn to dusk.
No motorized vehicles are allowed on the grounds.
There will be no overnight use or open campfires.
All animals will be curbed.
No smoking is allowed ~~in the play areas.~~

Your consideration of our Park's neighbors is appreciated. Please keep the volume of your music and other noise to a minimum.

Park Use Information

Groups larger than 25 and film companies, need to arrange for use of Tomales Community Park in advance. Please call the Tomales Village Community Services District at 878-2767 for scheduling and other details.

add: (707)

TOMALES
VILLAGE

COMMUNITY
SERVICES
DISTRICT





THE BROWN ACT

How to Comply

The information in this presentation is prepared for educational purposes. The information contained herein should not be acted on without professional advice.

Who Does the Brown Act Cover?

"Legislative body" is defined broadly (§ 54952):

- This includes almost all boards, commissions, and committees, whether decision making or advisory, standing or ad hoc, and their respective subcommittees.
- Section 54952 provides an exception for an ad hoc committee composed solely of less than a quorum of the body that creates the committee.
- This exception does not apply to a standing committee, even if it is composed solely of less than a quorum of the body that creates the committee.
- The term "ad hoc" is not defined, but a standing committee is described as one with a "continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance resolution, or formal action of a legislative body," so an ad hoc committee is one that does not meet either of these criteria.

What is Subject to Notice? Meetings!

What's a Meeting?

- (1) "[A]ny congregation of a majority of the members of a legislative body at the same time and location ... to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body."
 - A board does not have to take action for a gathering of a quorum to count as a meeting.
- (2) Deliberately avoiding the "same time and location" rule through intermediaries or technology (other than teleconferencing, as discussed below), "to discuss, deliberate, or take action" is a meeting. (§ 54952.2.)

What is Not a Meeting?

- Individual board member discussions with constituents, etc.
- Attending a conference or training (e.g., this gathering).
- Attending a public meeting of some other entity (e.g., Neighborhood Watch).
- Attending a public meeting of another legislative body of the same agency (e.g., Spec. Dist. attending BOS meeting.)
- Attending a purely social or ceremonial occasion (e.g., school board at graduation; occasional lunches together after a board meeting).
- Attending a public meeting of a standing committee of the body, provided the board members creating a quorum of the full body attend only as observers.

Rules for Regular Meetings (§§ 54954, 54954.2)

- The time and place must be specified in an ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body.
- The agenda must be posted 72 hours ahead of time.
- The agenda must include a brief general description of each item of business to be transacted or discussed.
- The agenda must describe the procedures and deadline for a disabled person to request disability-related modification or accommodations, in order to participate in the meeting.
- The agenda must be made available in an appropriate alternative format for a disabled person upon request.
- The agenda must include a separate public comment item.

Special Meetings

- A meeting may be called at any time by the presiding officer or a majority of the body.
- The meeting may be held at any place within the usual location rules.
- The agenda must be posted 24 hours ahead of time.
- All members of the legislative body and all media requesting notice must receive written notice 24 hours ahead of time. (A member of the legislative body may waive the failure to receive the notice by filing a written waiver or by being present at the meeting.)
- The notice must state the business to be transacted at the meeting.
- The notice must be provided even if no action is to be taken or the only substantive discussion will be in closed session.
- Items cannot be added to the agenda at the meeting.

Emergency Meetings

- An emergency meeting is authorized only when prompt action is necessary due to disruption or threatened disruption of public facilities.

All special meeting requirements apply, except that the 24-hour requirements may be replaced by one hour's telephone notice, or attempted notice, if certain criteria apply.

- The meeting may be held wherever practical.
- Most closed sessions are prohibited. The only permissible closed session is for public security purposes (§ 54957).
- The decision to meet in closed session requires a two-thirds vote of the members present, or, if less than two-thirds present, a unanimous vote of the members present.
- See statute for special rules for reports of meeting and minutes.

What Must Be Included in the Notice?

Regular meeting (§ 54954.2):

- (a) The agenda must include the time and place of the meeting, and a brief general description of each item of business to be transacted or discussed, including items to be discussed in closed session.
- (b) The agenda must describe procedures and deadline for disabled persons to request disability-related modification or accommodation, including auxiliary aids or services, in order to participate in meeting.
- (c) The agenda must describe where the public may review open session materials distributed after the agenda is posted.
- (d) The agenda must include a separate item (usually called the public comment time) for topics not on the agenda but within the subject matter jurisdiction of the legislative body.

Closed Sessions

- Closed session items must be treated like open session items: they have to be on the agenda in order to be discussed at the meeting.
- Types of Closed Sessions:
 - Application for license where applicant has criminal record
 - Labor negotiations
 - Multijurisdictional law enforcement cases –
 - Pending or potential litigation
 - Personnel
 - Public security
 - Real property negotiations
 - Response to state audit

When and How Must the Notice Be Posted?

1. Regular meeting (§ 54954.2)

- The agenda must be posted at least 72 hours before the meeting, in a location that is freely accessible to members of the public.

2. Special meeting (§ 54956)

- The agenda must be posted at least 24 hours before the special meeting, in a location that is freely accessible to members of the public.

Making Materials Available to the Public

1. Open session materials

- (a) All open session materials become public when distributed to at least a majority of the board. If the materials are for a regular meeting and are distributed after the 72-hour deadline, the materials must be made available for public inspection at a designated public location. The agendas for all meetings must list the address of this office or location.
- (b) Open session materials must be made available in appropriate alternative formats upon request by a person with a disability under the Americans with Disabilities Act.

2. Closed session or other confidential materials

- (a) Closed session or other confidential materials do not lose their character as confidential merely because they will be discussed at a public board meeting. (b) Any documents exempt from public disclosure under the Public Records Act may be kept confidential under the Brown Act.

“Where Shall We Meet?”

- General rule: "Regular and special meetings of the legislative body shall be held within the boundaries of the territory over which the local agency exercises jurisdiction." (§ 54954.)

Meetings cannot be held :

- (a) In a facility that discriminates or is not accessible to the disabled;
- (b) Where members of the public may not be present without making a payment or purchase.

Exceptions:

- (a) Inspect real or personal property.
- (b) Participate in multi-agency meeting.
- (c) Meet with federal or state officials to discuss a legislative or regulatory issue.
- (d) Meet in or near a facility owned by the agency, provided the discussion is limited to that facility.
- (e) Visit the office of the agency's legal counsel, if it would reduce legal fees or costs.

“Can We Meet By Phone?”

- Teleconferencing (defined as "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both") is permitted, if the following rules are met (§ 54953):
 - (a) The board must post agendas at all teleconference locations.
 - (b) The board must conduct teleconference meeting "in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body."
 - (c) The board must list each teleconference location in the notice and agenda.
 - (d) Each teleconference location must be accessible to the public.
 - (e) During the teleconference, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction.
 - (f) The agenda must provide an opportunity for members of the public to address the legislative body at each teleconference location, as appropriate for that type of meeting (i.e., both public comment time and participation in agenda items at regular meeting; participation in agenda items at special meeting).
- **Tip: A board member who is on the road may not simply call in from the car!**

The Public's Rights During a Meeting

- **1. To attend unless disruptive (§§ 54953, 54957.9)**
 - The board may order individuals removed who are willfully disrupting a meeting.
 - If the meeting cannot be rendered orderly by removing an individual or small group, the board may order all members of the public removed except nondisruptive news media.
- **2. Voluntary registration only (§ 54953.3)**
 - The board cannot require registration as condition of attendance.
 - If a registration document is posted or circulated, it must contain a statement that completion of the document is voluntary.
- **3. Opportunity to record or broadcast open session (§ 54953.5)**
 - Audio or video taping of open session may not be prohibited absent a reasonable finding that the recording cannot continue without noise, etc., that would constitute a persistent disruption of the proceedings.

Public Comments

- The agenda for all regular meetings must provide an opportunity for members of the public to address the legislative body on items of interest within the subject matter jurisdiction of the legislative body.
- Comments on agenda items
 - The legislative body must provide the opportunity for the public to comment on each agenda item, before or during the body's consideration of the item, at all meetings. (§ 54954.3.)
- Limitations on public comment
 - The legislative body may adopt reasonable regulations to ensure that all members of the public have the opportunity to speak, including limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.

Adding Agenda Items

- **Regular meeting (§ 54954.2):**
- Exceptions to concept of "item." Members of a legislative body or its staff may: (i) Briefly respond to statements made or questions posed by persons exercising their public testimony rights; (ii) Ask a question for clarification; (iii) Make a brief announcement; (iv) Make a brief report on his or her own activities; (v) Provide a reference to staff or other resources for factual information; (vi) Request staff to report back to the body at a subsequent meeting concerning any matter; (vii) Take action to direct staff to place a matter of business on a future agenda.
- Items may be added to the agenda at the meeting when action is required, if one of the following applies:
 - (i) Emergency item (defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, or a crippling disaster, mass destruction, or threatened terrorist activity).
 - (ii) Urgent item (adding an item to the agenda due to a need to take action immediately). This requires approval by a two-thirds vote of the members present at the meeting, or a unanimous vote if less than two-thirds are present.
- **Tip:** If the staff forgot to put an item on the agenda, that doesn't count as an urgency item, even if action needs to be taken. The least inconvenient way to handle this is to follow the procedure for special meetings.

Closed Session Items

- The right of the public to comment on individual agenda items applies to closed session items. The board must allow such comments before the closed session, including from the opposing party in litigation.
- Closed session is allowed only when expressly authorized by statute. (§ 54962.) In addition, the board cannot hold a "semi-closed" meeting, where certain members of the public are admitted but the remainder of the public is excluded.
- **General procedures for closed session**
 - The agenda must list the specific reason or reasons for the closed session. The board may consider in closed session only those matters described in the agenda.

Reporting Out Closed Session Items

- The following actions are the only ones specified in section as having to be reported out:
 - Approval of an agreement concluding real estate negotiations;
 - Approval of certain formal steps in litigation:
 - to defend;
 - to seek or refrain from seeking appellate review or relief;
 - to enter as an amicus curiae; or
 - to initiate or intervene.
 - Approval of a settlement agreement in litigation.
 - Disposition of a claim by an insurance JPA.
 - Action to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee.
 - Approval of an agreement concluding labor negotiations with represented employees.
 - Pension fund investment transaction decisions.





NOTES FOR PROPOSED SPRING 2016 TVCSD NEWSLETTER

- The last newsletter was Spring 2015!
- Request for Board Action to approve Spring 2016 Newsletter project
- Mail out first week of April, 2016
- Beth will volunteer to do layout (she did the last two newsletters)
- Articles to be submitted by March 21
- Donna volunteering to do editing and coordinating with Beth
- Ideas for articles:
 - President's Message-welcomes new board and staff & future direction
 - Profile new board members (Peter, Dru & Donna) and new staff (Melinda, Cynthia & Jose)-who will write?
 - thank you to outgoing board members(Sue & Patty)-who will write?
 - General Manager summarizes district priorities-Jose
 - FAC-summarize accomplishments & priorities/upcoming budget process-Deborah Parrish or Melinda Bell
 - PAC-update on park projects, call for volunteers for annual park cleanup day-Margaret Graham
 - Webpage for district info & news-Walter Earle